

## **WORK SESSION AGENDA**

**CITY COUNCIL WORK SESSION  
TUESDAY  
OCTOBER 9, 2012**

**COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
6:00 P.M.**

**1. Call to Order**

**2. Roll Call**

*NOTE: One or more Councilmembers may be in attendance telephonically or by other technological means.*

MAYOR NABOURS  
VICE MAYOR EVANS  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER BREWSTER

COUNCILMEMBER ORAVITZ  
COUNCILMEMBER OVERTON  
COUNCILMEMBER WOODSON

<p><i>As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption to tonight's meeting.</i></p>
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**3. Pledge of Allegiance**

**4. Public Participation (*Non-Agenda Items Only*)**

Public Participation enables the public to address the Council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.

**5. Preliminary Review of Draft Agenda for the October 16, 2012, City Council Meeting.\***

*\* Public comment on draft agenda items will be taken under "Review of Draft Agenda Items" (Item No. 9) later in the meeting. Citizens wishing to speak on agenda items not specifically called out by the City Council for discussion under the second Review section may submit a speaker card for their items of interest to the recording clerk. The item will be called out during the second "Review of Draft Agenda Items" to allow citizens the opportunity to comment. Citizens are also encouraged to submit written comments.*

**6. Path forward for the 2012 Amendments to the Flagstaff Zoning Code.**

This report is based on the CCR previously provided to the City Council on the path forward for adoption of the 2012 Amendments to the Flagstaff Zoning Code. At this work session staff will be seeking from the Council:

- Agreement and consensus on the path forward for the 2012 Amendments to the Flagstaff Zoning Code
- Solicitation of ideas and recommendations from the Council on possible amendments to the Zoning Code. These will be compiled with the other amendments and forwarded to the Planning and Zoning Commission for their recommendation, before being submitted to the City Council for final approval.

**7. Owner Occupied Housing Rehabilitation Program Update and Discussion.**

Provide direction on staff requested amendments to the City of Flagstaff Housing Rehabilitation Standards.

**8. West Street and Arrowhead Avenue Mini-Roundabout Construction and Streetscape Project Presentation.**

Provide support to Mini-Roundabout design or provide alternate direction.

**9. Review of Draft Agenda Items for the October 16, 2012, Council Meeting.\***

*\* Public comment on draft agenda items will be taken at this time.*

**10. Informational Items To/From Mayor, Council, and City Manager.**

**11. Public Participation**

**12. Adjournment**

**CERTIFICATE OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Elizabeth A. Burke, MMC, City Clerk

# Memorandum

6.

## CITY OF FLAGSTAFF

**To:** The Honorable Mayor and Council  
**FROM:** Roger Eastman, Zoning Code Administrator  
**Date:** 08/23/2012  
**Meeting Date:** 10/09/2012



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### TITLE

**Path forward for the 2012 Amendments to the Flagstaff Zoning Code.**

### RECOMMENDED ACTION

This report is based on the CCR previously provided to the City Council on the path forward for adoption of the 2012 Amendments to the Flagstaff Zoning Code. At this work session staff will be seeking from the Council:

- Agreement and consensus on the path forward for the 2012 Amendments to the Flagstaff Zoning Code
- Solicitation of ideas and recommendations from the Council on possible amendments to the Zoning Code. These will be compiled with the other amendments and forwarded to the Planning and Zoning Commission for their recommendation, before being submitted to the City Council for final approval.

### INFORMATION

#### DISCUSSION

On November 1, 2011 the City Council, by unanimous vote, adopted the new Flagstaff Zoning Code. This action concluded over three years of work by City staff, elected and appointed officials, and Flagstaff residents in a commitment to rewrite the former Land Development Code (LDC) as a modern, integrated, user-friendly hybrid code.

At the time of the Code's adoption, staff notified Council that within 6-9 months a round of amendments to the Zoning Code would be presented to the Planning and Zoning Commission and City Council for approval. With a document as complex as the Zoning Code it was realized that some standards or issues would be incomplete or incorrect. Over the past few months City planning staff who work with the Zoning Code on a regular basis (i.e. from the engineering, traffic, stormwater, housing or legal sections/divisions), have documented sections of the Code where amendments would be required. Through a series of meetings that are still ongoing, staff from all these sections/divisions is discussing the noted corrections and reaching agreement on how the Code should be amended and corrected. Ideas for amendments submitted by Flagstaff residents have also been included, and over the coming months, members of the public will have opportunity to share their suggestions with staff.

Consistent with the City Council's direction provided at the time of the Code's adoption, staff has only documented minor amendments that need to be corrected at this time. These minor amendments include text and/or standards that need clarification, correction, or amendment. In essence these are simple "fixes" to provisions or standards that might not have been stated clearly or correctly – some examples of noted amendments are described below. Staff have not identified any major amendments requiring a policy discussion by the Council.

While staff has not identified the need for any major amendments, it is the prerogative of the City Council to direct staff to bring forward major amendments to the Code to be considered as a part of the 2012 Zoning Code Amendments.

Once the Regional Plan is ratified, staff will be completing a comprehensive review of the Zoning Code to ensure consistency with the goals, policies, and strategies of the newly adopted Regional Plan. At that time more major Code amendments could be entertained. The tentative schedule for Regional Plan adoption by the Council is October 2013 with voter ratification to follow in March 2014. An example of an amendment that falls within this category is that of sustainability and sustainable development. Depending on how this topic is ultimately addressed in the adopted Regional Plan, amendments to the Zoning Code may be necessary to ensure that the Code accurately and completely implements the policies of the Regional Plan.

Therefore, staff suggests that there are three levels of amendments to the Zoning Code for the Council's consideration:

**Level 1: Minor Amendments**

These are the “fixes” to the Code to correct and clarify text and standards, and for which there are no policy implications as a result of the amendment. Staff has identified the majority of these, and it is conceivable that the Planning and Zoning Commission and City Council may identify the need for other minor amendments.

**Level 2: Major Amendments**

These are amendments to the Zoning Code as directed by the City Council which should be considered as part of the 2012 Zoning Code Amendments process. These major amendments may be considered at the same time as the minor amendments, considered separately, or combined with the Level 3 amendments.

**Level 3: Major Amendments post-Regional Plan adoption**

These are amendments to the Zoning Code as directed by the City Council which should be considered for adoption after the Regional Plan has been ratified as part of the comprehensive review of the Zoning Code.

Staff is still working on the proposed minor amendments to the Zoning Code, and a comprehensive list of these amendments has yet to be completed. To give the Council an idea of what is included in these amendments, a few are listed below:

**1. 10-20.30.100 Final Decisions** on Page 20.30-13

Paragraph B. (Notice of Decision) requires that when a final decision is made on a new development, the Director must submit a Notice of Decision to the applicant explaining in writing the decision made. As currently written this section requires the Notice of Decision to be mailed to the applicant at the mailing address on record with the application. Staff suggests that this be written to allow the Notice of Decision to be submitted to the applicant via other means as well, such as e-mail.

**2. 10-20.40.150 Temporary Use Permits** on Page 20.40-29

Paragraph C.1 (Concerts, Carnivals, Farmers Markets, Flea Market, Vehicle Sales, and other Special Events) includes standards for temporary signs. These standards duplicate standards already provided in the Code and can, therefore, be deleted. Instead a reference inserted to the relevant section of the Code, in this case Table 10-50.100.070.A (Standards for Temporary Event Signs).

**3. 10-30.60.030 General Site Planning Standards** on Page 30.60-6

Paragraph H. (**Built Environment and Land Use Context**) lists the important contextual



influences that should be identified, analyzed, and considered in the planning process for a new development. This list omitted bicycle facilities and the locations of existing or proposed transit facilities. As these are important when planning a new project, staff is suggesting that they be included.

**4. Table 10-40.20.020.A Zones on Page 40.20-02**

At the bottom of this table a new row for the POS (Public Open Space) land use category needs to be inserted as it was inadvertently omitted from the current Code.

**5. 10-40.40.070 T4N.1 Neighborhood Standards on Page 40.40-25**

The Single-family Cottage building type is not included in Table C. (Allowed Building Types<sup>1</sup>) in the current Code. As this building type is permitted in T4N.2 and is appropriate in the T4N.1 transect as well, staff suggests that it be included.

**6. Division 10-50.60 Landscaping Standards**

Staff is recommending that a new Section 10-50.60.090 (Violations and Enforcement) should be included in the Code, similar to the one included in the Parking section to address how to deal with trees and landscaping that is removed without authorization and to establish standards for the planting of replacement landscape materials.

**7. 10-50.80.080 Parking Spaces, Parking Layout, and Design**

Prior to the adoption of the current Zoning Code, the Disability Awareness Commission supported a proposal to require more ADA parking spaces in new developments than the federal regulations call for, and for them to be slightly wider. It has been suggested that these standards should not be more restrictive than the federal standards, and that the federal ADA standard should be inserted into the Code.

**8. 10-50.100.070 Temporary Signs**

As an acknowledgment that the former LDC was overly restrictive with regard to temporary business signs, and as a result of input from the business community, staff recommended and the City Council supported and ultimately approved, amendments to the Sign Standards that now permit temporary business signs. Many Flagstaff business owners have taken advantage of these more lenient standards, and A-Frame signs, banner signs, and vertical banners are now common in commercial zones. As a result of feedback from the business community, staff is recommending that the number of days per calendar year that temporary signs may be permitted should be increased from 60 to 90 days.

In order to complete text amendments to the Zoning Code, the procedure established in Section 10-20.50.040 will be followed, and it will involve the major steps identified in the proposed schedule for the adoption of the 2012 Zoning Code Amendments included below and documented on the attached flowchart:

**October 9, 2012: Work session with the City Council** to review the path forward for the 2012 Zoning Code Amendments and to solicit ideas for possible amendments to the Zoning Code from the Council.

**November, 2012: Public meeting with the Planning and Zoning Commission.** This meeting/open house or citizen review session is required by statute, and it will provide Flagstaff residents with an opportunity to share their ideas for possible amendments to the Code.

**December, 2012: Public hearing with the Planning and Zoning Commission.** This hearing also provides the public with an opportunity to share their ideas and concerns. It will conclude with a formal recommendation from the Commission to the Council on the proposed amendments.

**January, 2013: Public hearing with the City Council.** This hearing provides the public with an opportunity to share their ideas and concerns with the Council. The Council may also declare the

proposed amendments a public record.

**February, 2013: First Reading of Ordinance** to adopt amendments. Consistent with City policy, the first reading of the adopting ordinance follows the public hearing and declaration of the amendments as a public record.

**March, 2013: Second Reading of Ordinance** to adopt amendments/adoption.

## CONCLUSION

In summary, this report is prepared as a work session item in order to generate Council discussion and general direction on:

- Consensus on the path forward for the 2012 Amendments to the Flagstaff Zoning Code
- Solicitation of ideas and recommendations on possible amendments to the Zoning Code. These will be compiled with the other amendments and forwarded to the Planning and Zoning Commission for their study and recommendation before being submitted to the City Council for final approval.

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**Attachments:**     [ZCFlowChart](#)

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### **Form Review**

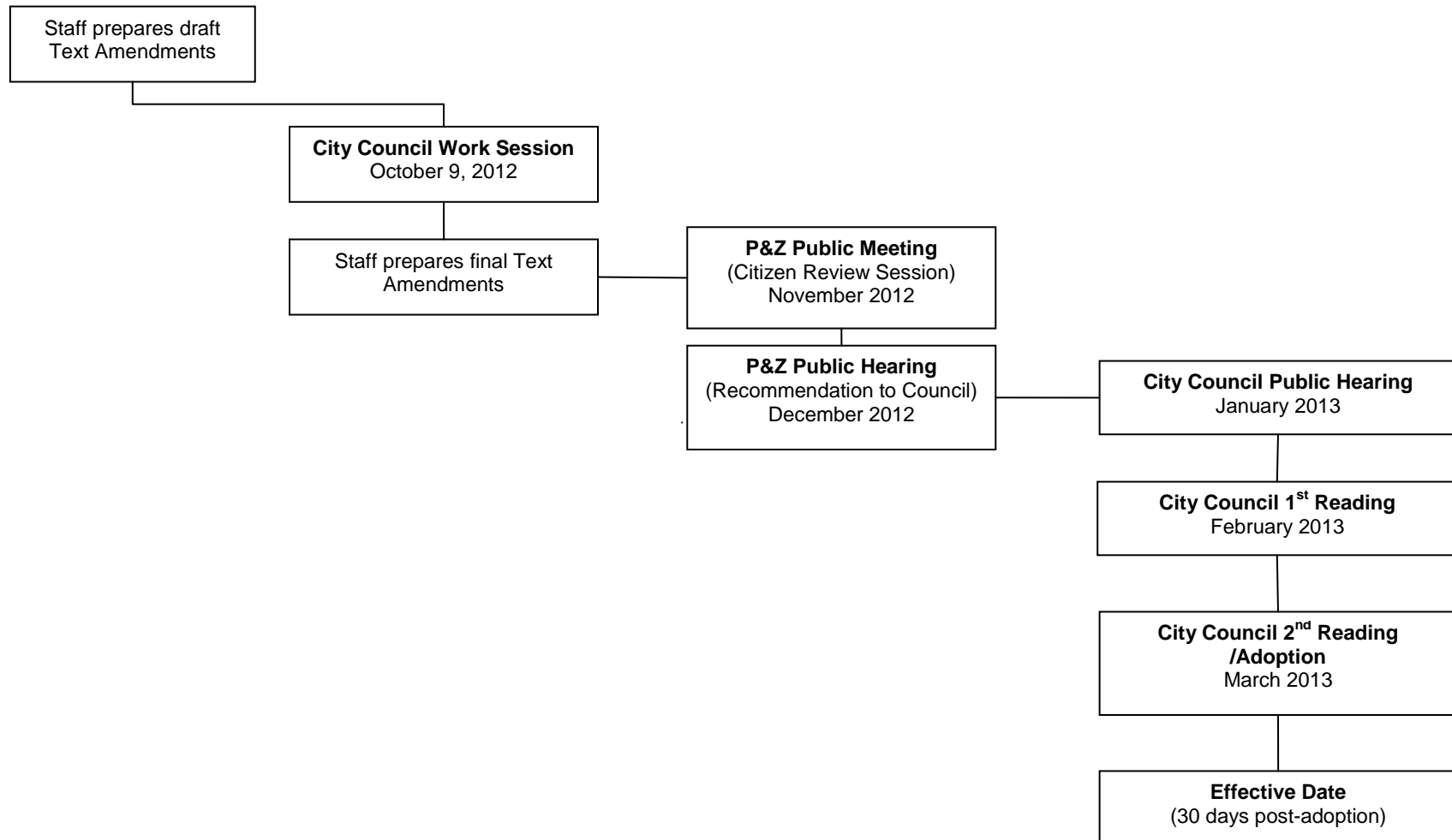
<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
City Manager	Elizabeth A. Burke	08/29/2012 11:45 AM
Zoning Code Administrator (Originator)	Roger Eastman	09/18/2012 04:11 PM
Planning Director	Jim Cronk	09/20/2012 11:09 AM
Community Development Director	Mark Landsiedel	09/21/2012 04:25 PM
DCM - Jerene Watson	Jerene Watson	10/03/2012 04:04 PM

Form Started By: Roger Eastman     Started On: 08/23/2012 04:02 PM

Final Approval Date: 10/03/2012

## Conceptual Flow Chart – Process for 2012 Zoning Code Amendments

Rev.: August 30, 2012



# Memorandum

7.

## CITY OF FLAGSTAFF

**To:** The Honorable Mayor and Council  
**FROM:** Sarah Darr, Housing Manager  
**Date:** 10/02/2012  
**Meeting Date:** 10/09/2012



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### TITLE

**Owner Occupied Housing Rehabilitation Program Update and Discussion.**

### RECOMMENDED ACTION

Provide direction on staff requested amendments to the City of Flagstaff Housing Rehabilitation Standards.

### INFORMATION

The Arizona Department of Housing (ADOH) issued new Weatherization Standards August 23, 2012 impacting the Owner Occupied Housing Rehabilitation (OOHR) Program administered by the Housing Section. In order to be eligible for the next round of funding through a ADOH grant, which is due in November, the Standards governing the OOHR Program for the City of Flagstaff must be amended to include a number of administrative and programmatic requirements, mostly centered on weatherization.

PowerPoint presentation to facilitate discussion at the meeting is attached for your review.

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**Attachments:** Powerpoint

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### Form Review

Inbox	Reviewed By	Date
Community Development Director	Sarah Darr	10/02/2012 05:01 PM
Housing Manager (Originator)	Sarah Darr	10/02/2012 05:19 PM
Community Development Director	Mark Landsiedel	10/02/2012 06:51 PM
DCM - Jerene Watson	Jerene Watson	10/03/2012 10:08 AM
Form Started By: Sarah Darr		Started On: 10/02/2012 04:36 PM
Final Approval Date: 10/03/2012		

# Owner Occupied Housing Rehabilitation Program

## Program Update and Overview of New Arizona Department of Housing Weatherization Standards

Sarah Darr and David McIntire  
Housing Section  
Community Development Division  
October 9, 2012

1

## Overview

- Background and Update
- New Required Weatherization Standards
- Requested Amendments
- Next Steps

2

## Why are we here tonight?

- Unanticipated Funding Opportunity
  - **July 13<sup>th</sup>** – Grant released by Arizona Department of Housing (ADOH)
- New Weatherization Standards released by ADOH – August 23<sup>rd</sup>
- New ADOH Standards necessitate amending City of Flagstaff Rehab Standards

*We would like your input before bringing an action item on November 6<sup>th</sup>, 2012*

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## Background

- The Owner Occupied Housing Rehabilitation Program addresses:
  - Health and Safety issues
  - Aging in place and accessibility
  - Major necessary repairs
  - Code violations
  - Hazardous materials
    - Lead Based Paint
    - Asbestos



4

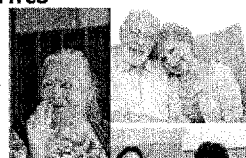
## Background

### Eligibility

- Low income (\$50,350 family of 4)
- Owner occupied
- Permanently affixed to a foundation
- Located within corporate city limits
- Legal permanent resident

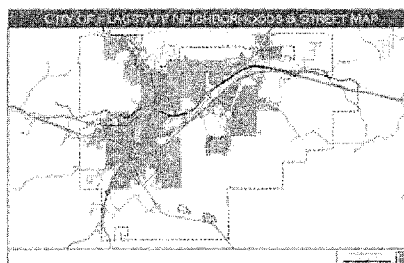
Clients represent broad diversity

Over half are seniors

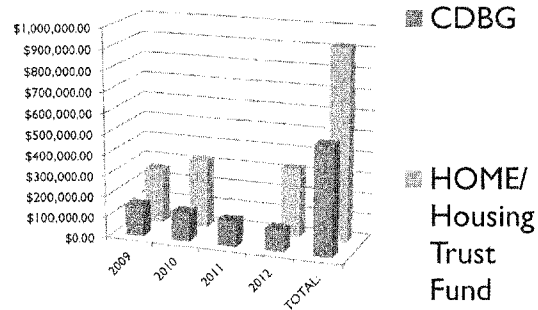


## Neighborhoods

- ◆ Sunnyside,
- ◆ Southside,
- ◆ Pine Knoll,
- ◆ Plaza Vieja,
- Coconino Estates,
- Christmas Tree,
- University Heights,
- Railroad Springs,
- Greenlaw,
- Mobile Haven,
- Country Club and other neighborhoods.



## Program Funding Sources



Year	CDBG	HOME/Housing Trust Fund
2009	\$150,492.72	\$264,000.00
2010	\$139,727.32	\$330,000.00
2011	\$125,393.00	\$330,000.00
2012	\$110,000.00	\$330,000.00
<b>TOTAL:</b>	<b>\$525,613.04</b>	<b>\$924,000.00</b>

**100 % Grant Funds  
0 % General Funds**

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## Highly Regulated Program

- Federal and State regulations
- City Charter
- City Code, Process and Procedure
- Owner Occupied Housing Rehabilitation Standards

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## Recent Changes to City Standards by City Council - January 3, 2012

- Decreased maximum amount of assistance per household from **\$40,000 to \$24,999**
- Additional direction of Scope Minimization provided
- Administrative changes

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## Administration / Design and Testing

**Average cost per project since  
January 2012: \$3,000**

	Administration and Design	Lead Based Paint and Asbestos Testing
A	\$1,800.00	\$1,628.25
B	\$2,700.00	\$1,461.83
C	\$900.00	None
D	\$1,925.00	\$500.00
E	\$1,946.06	\$1,858.00
F	\$1,775.00	\$1,250.00
G	Project Underway	

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## Homes Rehabilitated Since January 2012

	Funds Spent	Required Lead Based Paint and/or Asbestos Remediation	Funds Remaining for Health & Safety
A	\$24,975.00	\$600.00	\$24,375.00
B	\$24,997.00	\$4,950.00	\$20,047.00
C	\$21,933.00	\$500.00	\$21,433.00
D	\$2,864.72	Previous abatement	\$2,864.72
E	\$23,414.00	\$1,300.00	\$22,114.00
F	\$39,216.00	\$18,500.00	\$20,716.00
G	\$24,671.00	\$3,000.00	\$21,671.00

11

## New Required Weatherization Standards from ADOH

- Intended to enhance the performance of housing stock in the State
- Require a pre-construction energy audit and a post construction compliance inspection
- Items identified in the energy audit must be addressed as part of the scope

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## New Required Weatherization Standards

- Staff attended the first available training on September 20, 2012
- Published standards **are not clear**
- Revised standards will be published in the next few months
- ADOH project cap increased \$55,000 in order to accommodate new standards

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## How will the new standards impact Flagstaff housing stock?

- ADOH 's Weatherization Standards have stricter requirements than the City's Residential Energy Retrofit Program
- The Retrofit Program found well over 60% of the homes tested had an active carbon monoxide leak or other hazards that would need to be addressed under the new State Standards

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## Additional Required Costs

- Pre and Post Audit
- Daily pressure testing or relocation for duration of project
- Weatherization work itself
  - Ventilation systems / pressure balancing
  - Low-flow faucets/showerheads
  - Insulation
  - Duct sealing

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## Maximum Expenditures in Other Areas of Arizona

Prescott Valley	\$45,000
Bullhead City	\$50,000
Chandler	\$50,000
Havasu City	\$50,000
Kingman	\$50,000
Arizona Department of Housing	\$55,000
Payson	\$55,000
Apache Junction	\$60,000
Coolidge	Cap of the funding source (CDBG and HOME)

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## Requested Amendments to City of Flagstaff Rehabilitation Standards

- Amend Standards to indicate strictest regulations from funding source for individual project be the governing requirements
  - **(State funding = State requirements)**
- Increase maximum investment per home to accommodate new standards
- Incorporate other new requirements from ADOH
  - Technical and conforming changes in administration and documentation

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## Options for Increasing Maximum Investment per Home

1. Increase cap from \$24,999 to \$35,000
2. Increase cap to \$55,000 to be consistent with ADOH
3. Do not increase cap, resulting in non-competitive grant application

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## Next Steps

- November 6, 2012 - Council Action Items
  - Amendments to Rehab Standards
  - Grant Application Submittal Approval
- November 15, 2012
  - Grant Application Deadline to ADOH

# Memorandum

8.

## CITY OF FLAGSTAFF



**To:** The Honorable Mayor and Council  
**FROM:** Christine Cameron, Project Manager II  
**Date:** 10/02/2012  
**Meeting Date:** 10/09/2012

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### TITLE

**West Street and Arrowhead Avenue Mini-Roundabout Construction and Streetscape Project Presentation.**

### RECOMMENDED ACTION

Provide support to Mini-Roundabout design or provide alternate direction.

### INFORMATION

This evening staff will present and discuss information that was provided to the public and the outcome of the meetings, some of which is found in the attachments that follow.

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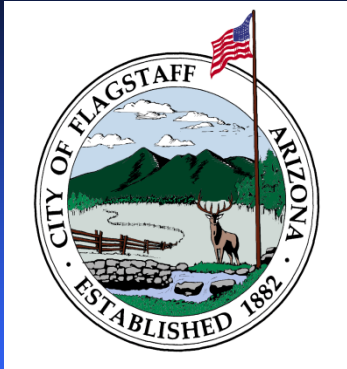
**Attachments:** [PowerPoint](#)  
[Comments](#)

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### Form Review

Inbox	Reviewed By	Date
Community Development Director	Mark Landsiedel	10/02/2012 06:53 PM
DCM - Jerene Watson	Jerene Watson	10/03/2012 10:04 AM
Form Started By: Christine Cameron		Started On: 10/02/2012 03:24 PM
	Final Approval Date: 10/03/2012	



# *City of Flagstaff*

## West Street and Arrowhead Avenue Improvement Project Phase II Mini-Roundabout Presentation

October 9, 2012

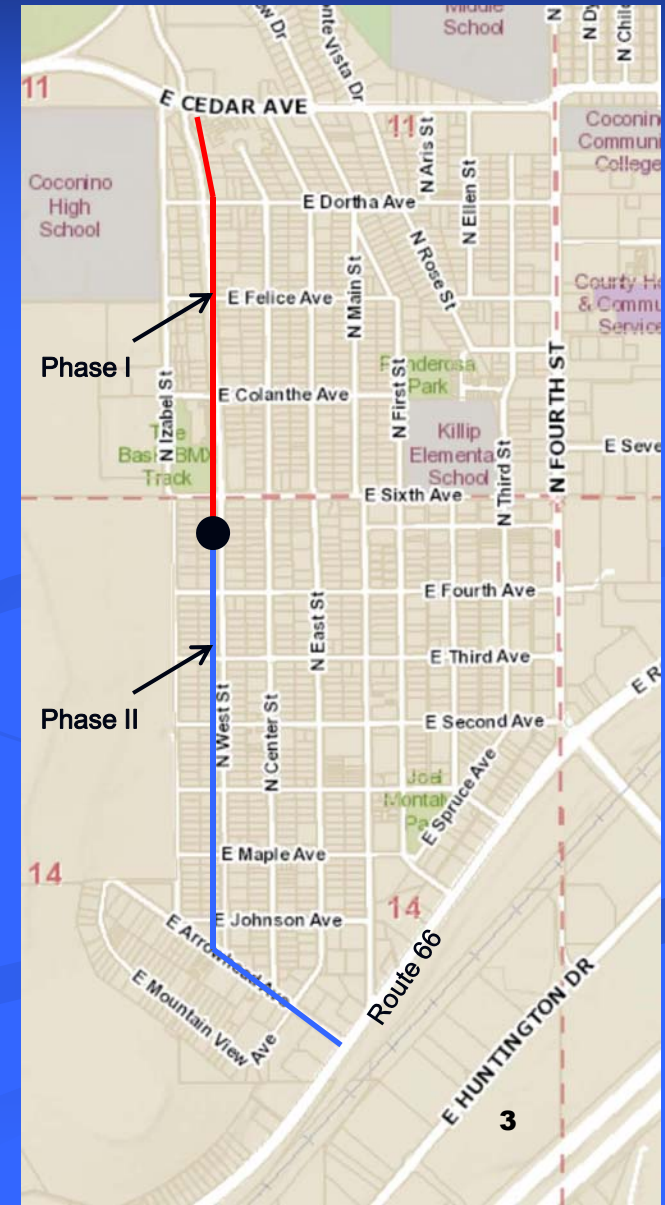


# Agenda

- Project Background
- Presentation of Mini-Roundabout 30% Design
- Public Involvement and Results

# Project Background

- Project Location and Intent
- Funding and Programming
- 2005 Corridor Study



# Existing Intersection

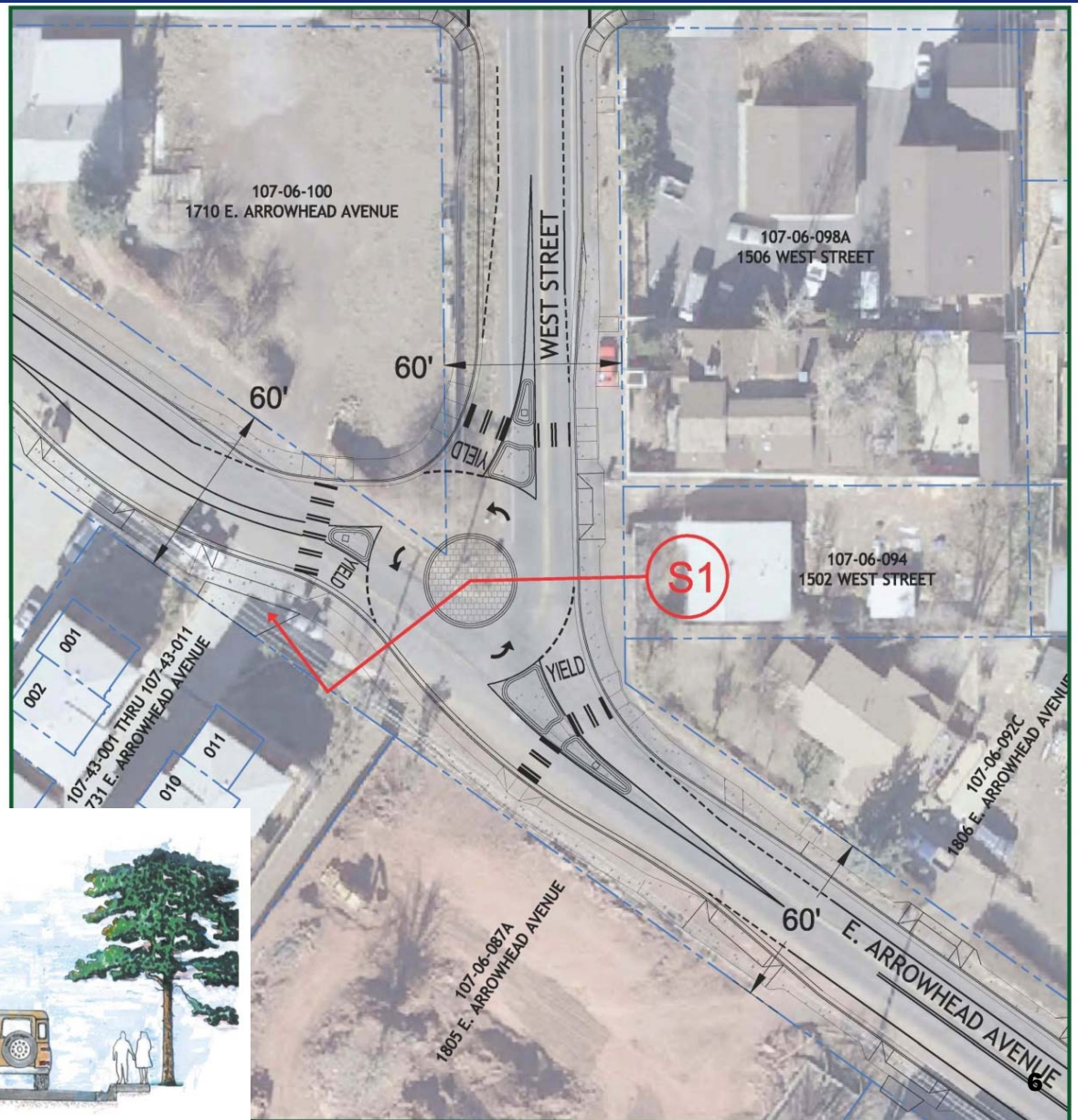




[illegible]

# Mini-Roundabout

30%  
Design





# Public Involvement

- Public Meeting – September 13, 2012
  - 1,275 invitations mailed
  - Advertisement and article in Arizona Daily Sun
  - City press release and multi-media outreach
  - Individual meetings with citizens and Sunnyside Neighborhood Association Board members
- Public Meeting Attendance – approximately 20 citizens
- Ranking sheets – twelve ranking sheets were filled out with comments. Average score: 4.1 out of 5.0

# Next Steps

## West and Arrowhead Mini-Roundabout Public Involvement Results

Information requested: *Please rate your support of the mini-roundabout concept for the intersection of West Street and Arrowhead Av*

Rank		count
1	disagree	1
2		1
3	neutral	1
4		2
5	agree	7

Comments:

	Name	Address	Rating	Comment
1		Sunnyside resident/owner	5	I love roundabouts. Bring it on.
2		Sunnyside resident/owner	5	I am in absolute agreement with the plan. A good solution to a problem intersection. Please don't allow absentee owners vote this down.
3		Sunnyside resident/owner	3	I like the idea of slowing the traffic down if not bringing it to a stop, but the roundabout sounds good if it works. I think if it is done, a guardrail should be put up on the transition from Arrowhead to West St. I do feel my tenant will be more vulnerable to accidents in the winter. I would still like the stop signs reviewed.
4		Sunnyside resident/owner	1	Traffic movement on Mountain View and Arrowhead as well as Izabel should be routed through E. Johnson Avenue to provide a safe normal intersection. This would allow the closing of Arrowhead at the West street Intersection
5		Sunnyside resident/owner	4	I can definitely see the pros and cons of the project. I know and understand the need for something to be done about that intersection but I'm interested in knowing more about what the end product will provide for our particular spot in addition to the process to get it there. Thanks
6		Sunnyside resident/owner	5	The mini-roundabout is the best solution to date at the intersection of Arrowhead & West Street. As a driver and bike commuter, I strongly support the implementation of the new roundabout.
7		Sunnyside resident/owner	2	I live in the townhomes at 1731 Arrowhead and only see increased speed at this intersection with only yield signs.
8		Sunnyside resident/owner	5	I live on the corner of Johnson and West and this would definitely be a God send!
9		Sunnyside resident/owner	4	One thing that concerns me about West Street project with no sidewalk and bikelanes and curbs going in. How narrow is it going to make West street from it's present width? Because look at where Nick's Radio is on Center when you go by Johnson street cars park on the street make the roadway narrow. I hope this doesn't happen to West street.
10		Sunnyside resident/owner	5	I like the roundabout because it takes the least amount of property from homeowners, it eliminates a stop sign, it offers an unobstructed view of oncoming traffic.
11		Sunnyside resident/owner	5	Roundabout - Awesome!!!
12		Sunnyside resident/owner	5	Barrier at strategic point around outside of roundabout to protect homes from intoxicated speed who leave the roadway. A highway metal barricade would be better than nothing - raise the center of the roundabout at least 12-24" to provide visual aid.
AVG			4.1	